



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CAP REGULATION 265-1 (E)

15 MAY 2001

Chaplain Service Activities

THE CIVIL AIR PATROL CHAPLAIN SERVICE

This regulation defines the mission, composition, and organization of the Civil Air Patrol (CAP) Chaplain Service and delineates responsibilities. **Note: This regulation is revised in its entirety.**

SECTION A - GENERAL PROVISIONS

1. Authority for Organization. The CAP Chaplain Service was formally organized with the guidance of the Air Force Chief of Chaplains in January 1950. It is an integral part of the CAP program.

2. Mission of the CAP Chaplain Service.

a. The free exercise of religion is a constitutional right of all US citizens. The Civil Air Patrol provides opportunities for CAP members to exercise this right through the Chaplain Service and by allocating required resources to accomplish the Chaplain Service mission.

b. Chapter 909 of Title 10, United States Code, Section 9446, states that: "The Secretary of the Air Force may use the services of Civil Air Patrol chaplains in support of the Air Force active duty and reserve component forces to the extent and under conditions that the Secretary determines appropriate." In anticipation of this requirement the CAP Chaplain Service will appoint chaplains who meet similar certification standards as Air Force chaplains and provide appropriate training to prepare them for domestic, non-combat ministry.

SECTION B - CHAPLAIN SERVICE STANDARDS

3. Chaplains. Religious bodies recognized by the Department of Defense (DoD) Armed Forces Chaplains Board (AFCB) endorse or approve all CAP chaplains. Individuals' endorsed as chaplains in the US Armed Forces need not obtain another endorsement to serve with CAP. Chaplains use title and rank (Chaplain, Rank) in official correspondence. "Chaplain" is the proper term of address, regardless of rank. Chaplains may wear the uniform and insignia appropriate to their distinctive faith group (CAPM 39-1, *Civil Air Patrol Uniform Manual*). When leading worship services, chaplains may also wear apparel consistent with their faith group tradition.

4. Moral Leadership Officers. Moral leadership officers (MLOs) are individuals active in and recommended by their local church or similar religious body. MLOs are part of the CAP Chaplain Service, but they do not use the title "Chaplain" nor wear chaplain insignia. Upon completion of technician training and when approved, MLOs may wear the service badge. Only certified/endorsed chaplains are authorized to provide ministry within CAP. When working under the guidance of a chaplain, MLOs may provide non-clergy support for chaplain professional ministry. When no chaplain is assigned to a unit, the MLO works directly for the commander while maintaining liaison with the wing chaplain.

5. Chaplain Service Duty Restrictions. Chaplains will not perform duties incompatible with their professional role. They are not required to conduct or take part in religious activities that conflict with their faith group doctrines or personal religious convictions. Chaplains are not eligible to serve as CAP commanders or deputy commanders. Chaplains have rank without command; however, chaplains may exercise operational supervision over Chaplain Service personnel and activities.

6. Chaplain Appointment.

a. Senior Membership. As a prerequisite to appointment as a chaplain, an applicant must meet all requirements for senior membership (see CAPM 39-2, *Civil Air Patrol Membership*).

b. Ecclesiastical Endorsement. Chaplains must receive a recognized ecclesiastical endorsement prior to appointment as a chaplain. The endorsement shall be renewed every 7 years. Chaplains who change denominational affiliation must obtain a new endorsement. If a new endorsement or renewal is not obtained within 90 days, their chaplain status will be withdrawn. The endorsement shall certify that the applicant is:

- 1) A fully ordained or qualified priest, rabbi, or minister of religion.
- 2) Actively engaged in or retired from a denominationally approved vocation.
- 3) Recommended as being spiritually, morally, intellectually, and emotionally qualified to represent the applicant's religious body as a CAP chaplain.

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c. Formal Educational Requirements. Chaplains will meet the educational requirements specified in DoD Directive 1304.19. In summary, these requirements are:

1) A bachelor's degree or the equivalent from a college or university listed in the *Higher Education Directory* (HED), or a statement from a school listed in the HED stating that the chaplain's education is equivalent to their own standards.

2) Have completed 3 years of graduate professional educational work at a graduate school that is (a) accredited by the Association of Theological Schools (ATS), and/or (b) listed in the HED. If the applicant graduated from a non-listed school, and if all other educational requirements are met, the applicant must submit a statement from a school listed in the HED or accredited by ATS accepting the credits completed at the non-listed graduate school.

3) In exceptional cases, the Chaplain Service Executive Council may grant a waiver to those who do not meet the graduate study requirement providing they meet all other requirements and present proof of at least 5 years of full time equivalent experience as a pastor or similar role within their denomination.

d. Appointment Procedure.

1) Wing chaplains serve as the point of contact for all Chaplain Service appointments within their wing. Clergy desiring to be appointed as a CAP chaplain must provide the wing chaplain with:

a) A completed CAPF 35, *CAP Chaplain Application*, signed by the unit commander where the applicant will be assigned.

b) A copy of each degree or a transcript of each degree showing the name and location of the institution that awarded the degree.

c) Ecclesiastical endorsement or approval from a religious official recognized by the Department of Defense Armed Forces Chaplains Board.

d) Verification of CAP Senior Member status.

e) Documentation that Cadet Protection Training and Level I have been completed.

2) The wing chaplain assembles all documentation required for appointment, notifies the National Chief of the Chaplain Service (NCCS) and forwards the applicant's file to the Executive Administrator who will process the appointment.

3) After the appointment, the Executive Administrator notifies the region and wing chaplain, wing commander and ecclesiastical endorsing agent of the appointment.

7. Moral Leadership Officer Appointment.

a. An MLO must first become a senior member. If becoming an MLO is an additional duty, the applicant writes in Block VII of CAPF 2a "Additional Duty as MLO". MLO applications are processed through the wing chaplain who verifies that:

1) The applicant has 60 hours of study beyond the high school diploma, and

2) Has a letter of recommendation from his or her local religious official (i.e., church pastor, rabbi, etc.) who verifies that the applicant is spiritually, morally, and emotionally qualified to serve as a moral leadership officer and the applicant has held a leadership position in a church setting for at least 2 years.

b. The wing chaplain completes a personal or telephone interview, and attaches a recommendation to approve or disapprove the application before sending the CAPF 2a and related documents to the wing commander. The wing commander will make the final determination.

c. Upon approval, the wing commander insures that a copy of the CAPF 2a and, if applicable, CAPF 2, *Request for Promotion Action*, is sent to NHQ CAP/DPP. NHQ CAP/DPP will notify the Executive Administrator of the Chaplain Service who will send a copy of this regulation; CAPP 265-2, *CAP Values for Living*; CAPP 225, *Moral Leadership Specialty Track Study Guide*; and CAPC 12, *Certificate of Appointment—Chaplain Service* to the new MLO.

d. Unless currently serving in a higher grade, in which case the higher will be maintained, an MLO is initially appointed in the grade of second lieutenant and awarded the CAP 225 Specialty Track.

8. Chaplain Service Statistical Report, CAPF 34. Each chaplain and MLO is required to submit a completed CAPF 34 even when he or she has been inactive during the reporting period. Chaplains and MLOs who are Patrons are not required to submit a report.

a. **Squadron Chaplains and MLOs.** Squadron chaplains and MLOs submit a completed CAPF 34 to the wing chaplain prior to the required date. A copy of the report is also given to the unit commander. Wing chaplains will notify squadron commanders when reports are not received.

b. Wing Chaplains. Wing chaplains submit a consolidated report (CAPF 34a, *Wing Chaplain Statistical Report*), to include all wing chaplain service activities to the Chaplain Service Advisory Council (CSAC) secretary no later than 30 January and 30 July. The secretary's address may be found in the Chaplain Senior Personnel Directory given to each wing chaplain. A copy of the wing chaplain report is sent to his or her wing commander and region chaplain. Wing commanders will be informed when reports are not received. The CSAC secretary will prepare and submit a consolidated report representing the activities of chaplains and MLOs in all wings as well as the activities of the Chaplain Service Advisory Council members to the National Chief of the Chaplain Service and the Executive Administrator of the Chaplain Service no later than 1 April and 1 October.

c. Chaplain Service Advisory Council. Members of the CSAC shall report through the appropriate channels.

9. Chaplain Service Rosters. The Executive Administrator of the Chaplain Service will send the following quarterly rosters to the Chaplain Service Executive Council, region and wing chaplains. Region and wing chaplains are to review these reports for accuracy and report discrepancies in writing to the Executive Administrator of the Chaplain Service.

a. Alphabetical Roster. An alphabetical listing of all CAP chaplains and MLOs assigned to each wing. This report should contain data on the level of training each CAP chaplain and MLO has achieved.

b. Chaplain Senior Personnel Directory. A listing of all Chaplain Service Executive Council members, region and wing chaplains.

10. Chaplain Service Awards. The Deputy National Chief of the Chaplain Service (DNCCS) serves as the coordinator for all national awards and receives all nominations. Final award approval rests with the Chaplain Service Executive Council. CAPP 221, *The CAP Chaplain–Specialty Track Study Guide*, describes these awards in detail.

a. Senior Chaplain of the Year Award. This award is given for outstanding leadership ministry at region, wing, and group levels. Nominees must be at least a major and have been a CAP chaplain for a minimum of 5 years. Wing and group nominations should be submitted to each region in sufficient time to comply with region award requirements. The person selected as the Region Senior Chaplain of the Year becomes the nominee for the national award.

b. Squadron Chaplain of the Year Award. Each wing should submit a squadron chaplain as a nominee for the Region Squadron Chaplain of the Year Award. This award is given for outstanding chaplain ministry at the squadron level. Wing chaplains are to ensure the nomination complies with region award requirements. The person selected as the Region Squadron Chaplain of the Year will become the region's nominee for the national award. The region commander will insure a region nomination is submitted for the national award.

c. Moral Leadership Officer of the Year. Wings and regions may select a moral leadership officer of the year. The wing commanders are nominating officials. This award is presented to an MLO who has the designated 225 Specialty Track and has demonstrated the highest level of excellence in moral leadership for cadets.

d. Submitting Awards. Nominations for these awards must be sent to the Deputy National Chief of the Chaplain Service not later than 15 March. Nominations will include a one-page narrative stating justification for the award. The recipient of each award will be presented with a plaque at the annual National Board.

e. The Military Chaplains Association Award for Distinguished Service. This award is presented annually for distinguished service to a CAP chaplain selected by the Chaplain Service Executive Council. The Military Chaplains Association (MCA) at their annual national institute presents the award.

f. Perpetual Plaques. Appropriate plaques will be on display at National Headquarters to show past and present recipients of the four awards described above.

SECTION C - CAP CHAPLAIN SERVICE TRAINING AND STRUCTURE

11. Chaplain Specialty Track Training. The Chaplain Service Executive Council recommends to the Director, Aerospace Education and Training the criteria for chaplain service specialty tract. Upon appointment, chaplains are awarded the 221 Specialty Track with a technician specialty rating.

a. CAPP 221. All chaplains must complete CAPP 221, *The CAP Chaplain–Specialty Track Study Guide*, to be eligible for promotion to major and award of the senior specialty rating.

b. CAPP 221-A. All chaplains must complete CAPP 221-A, *Chaplains Helping Chaplains–Specialty Track Study Guide*, to be eligible for promotion to lieutenant colonel and award of the master specialty rating. This course is also required for chaplains to serve as a region or wing chaplain.

c. Testing. Each wing chaplain is the testing official for CAPP 221 and CAPP 221-A. The test is printed at the end of each course booklet and is to be completed and mailed to the wing chaplain. To receive a certificate of completion (CAPC 221, *The CAP Chaplain* or CAPC 221a, *Chaplains Helping Chaplains*) personnel are required to score at least 90 percent on the test.

12. MLO Specialty Track Training and Promotions. Moral leadership officers receive specialty track code of 225 upon appointment.

13. Chaplain Service Training. Region and wing chaplains are required to conduct professional training for chaplain service personnel.

a. Wing Chaplain Conferences. Each wing chaplain is required to meet with all chaplains and MLOs assigned to their wing at least once every 2 years. It is recommended that these meetings be held in conjunction with scheduled annual wing conferences.

b. Region Chaplain Service Staff College. Each region chaplain will organize an annual Chaplain Service Region Staff College (CSRSC). Requirements for each CSRSC are listed in CAPR 50-17, *CAP Senior Member Professional Development Program*, Chapter 6. These colleges are the primary continuing education programs for all chaplain service personnel who are encouraged to attend annually.

1) The Deputy National Chief of the Chaplain Service is the Dean of all CSRSCs. Curricula and schedules are to be submitted to the region commander and the DNCCS at least 90 days in advance of the CSRSC.

2) Once a curriculum has been approved by the DNCCS and the National Headquarters Senior Member Professional Development Division (NHQ CAP/ETP), funding will be requested through the NCCS.

3) Chaplains and moral leadership officers must attend two CSRSCs within a 5-year period to be credited with completing a regular Region Staff College as defined in CAPR 50-17, Chapter 6.

4) Region chaplains will ensure each person who completes a CSRSC is presented the appropriate national certificate (CAPC 21, *Chaplain Service Region Staff College*). The certificate also serves as documentation for continuing education units awarded through Air University, Maxwell AFB, AL.

5) Region chaplains will submit a final report to the DNCCS within 10 days of the completion of the college. This report will show participant names, actual curriculum followed, names of all college resource persons, and an analysis of college expenses. The DNCCS will then forward the list of participants to the Executive Administrator who will insure the participants are properly recorded in the Senior Member Professional Development database.

c. Professional Growth for Advancement. To serve in wing, region, and national positions, chaplains and MLOs are expected to earn the Grover Loening Aerospace Award, Paul E. Garber Award, and Gill Robb Wilson Award respectively. Chaplains may be considered for these awards under the Special Recognition Program described in CAPR 50-17, Chapter 9. MLOs follow the standard Senior Member Professional Development Program.

14. CAP Chaplain Service Structure. Chaplains at every level of command serve on the commander's staff as the commander's advisor on spiritual needs, religious requirements, and ethical issues as they impact mission, quality of life, and First Amendment rights for CAP members.

a. National Chief of the Chaplain Service. The CAP National Commander appoints the National Chief of the Chaplain Service from the ranks of experienced CAP chaplains. The National Chief of the Chaplain Service oversees all chaplain service policies and activities, advises the National Commander on these matters and is the spiritual advisor to the NEC & National Board on matters of religion, morals, and well-being of personnel.

b. Deputy National Chief of the Chaplain Service. The Deputy Chief is appointed by the National Chief of the Chaplain Service and serves at the Chief's disposition, which includes serving as the Dean of the Chaplain Service Region Staff Colleges.

c. Secretary. The Secretary is appointed by the National Chief of the Chaplain Service, and provides administrative support for the Chaplain Service Advisory and Executive Councils.

d. Chief Emeritus. The Chief Emeritus is the immediate past National Chief of the Chaplain Service. It is the purpose of the Chief Emeritus to provide continuity on past Chaplain Service policies and activities and serves on the Chaplain Service Advisory and Executive Councils.

e. Region Chaplain. Each region commander will appoint a region chaplain to oversee the region Chaplain Service program. To ensure compliance with chaplain standards, the National Chief of the Chaplain Service serves as an advisor to each region commander for the appointment of a new region chaplain. All region chaplains are members of the Chaplain Service Advisory Council and are expected to attend the annual CSAC meeting in conjunction with the National Board meeting. Region chaplains should have prior experience as a wing chaplain and be active in the CAP Chaplain Service for at least 5 years prior to appointment. Region chaplains provide guidance to wing chaplains in implementing Chaplain Service policies and programs. The term of office will not exceed 6 years.

f. Wing Chaplain. Each CAP wing commander will appoint a wing chaplain to oversee the wing Chaplain Service program. Wing chaplains are to hold a chaplain/MLO conference at least once every 2 years, preferably during a wing conference. To ensure compliance with chaplain standards, the region chaplain serves as an advisor to each wing commander for the appointment of a new wing chaplain. Wing chaplains should have prior experience as a unit chaplain and be active in the CAP Chaplain Service for at least 2 years prior to appointment. Wing chaplains provide guidance to group, squadron and flight chaplains in implementing Chaplain Service policies and programs. The term of office will not normally exceed 6 years.

g. Chaplain Emeritus. Region and wing commanders may appoint an outgoing region or wing chaplain as chaplain emeritus. The chaplain emeritus continues to be assigned to the region or wing while serving as an advisor.

h. Additional Personnel. Commanders may supplement the CAP Chaplain Service program as follows:

1) Active duty, Reserve, National Guard, and Veteran's Administration chaplains serving CAP units as CAP non-members.

2) Clergy from the local community will be escorted at all times by a senior member in compliance with cadet protection requirements. Community clergy must have the approval of the region or wing chaplain as applicable and may serve in this capacity for a maximum of 6 months. Community clergy who are successful in providing ministry to CAP units should be encouraged to join the CAP Chaplain Service.

i. Chaplain Service Advisory Council. The Chaplain Service Advisory Council (CSAC) is advisory to the National Board structure on matters pertaining to the CAP Chaplain Service. Membership is as follows:

- 1) National Chief of the Chaplain Service, Chair.
- 2) Deputy National Chief of the Chaplain Service, Vice Chair.
- 3) Secretary.
- 4) Chief Emeritus.
- 5) Region Chaplain from each region.
- 6) Executive Administrator of the Chaplain Service. (Non-voting.)
- 7) Appointees. With the concurrence of the council, the National Chief of the Chaplain Service may appoint a senior chaplain of a faith group not represented on the CSAC. This major faith group representative will meet the same requirements for appointment as region chaplains.

j. The Chaplain Service Executive Council. The Chaplain Service Executive Council (CSEC) is the Chaplain Service Advisory Council working body. Membership is as follows:

- 1) National Chief of the Chaplain Service, Chair.
- 2) Deputy National Chief of the Chaplain Service, Vice Chair.
- 3) Secretary.
- 4) Chief Emeritus.
- 5) Executive Administrator of the Chaplain Service. (Non-voting.)

SECTION D - THE CHAPLAIN SERVICE PROGRAM

15. Executive Administrator of the Chaplain Service (EXACS). The EXACS is employed by the CAP National Headquarters, and reports to the Assistant Executive Director (EXA) for CAP. It is the responsibility of the EXACS to provide advice, support, and assistance to the National Chief of the Chaplain Service. These responsibilities shall include, but are not limited to the operational assignments delegated by the National Chief of the Chaplain Service. The EXACS serves as a non-voting member on the Chaplain Service Advisory and Executive Councils.

16. Scope. CAP chaplains provide CAP members with:

a. Opportunities for worship, liturgies, rites and ceremonies that enable them to exercise their faith and fulfill their religious requirements.

b. Spiritual resources and religious programs that serve the educational, humanitarian, and personal needs of the CAP community and individuals.

c. Advice that helps CAP leaders address spiritual needs, religious requirements, and ethical issues as they impact mission, quality-of-life, and First Amendment rights for CAP members.

17. Confidentiality. In compliance with privileged communication standards, each chaplain should be given private office space when required to hold counseling sessions.

- a.** Chaplains and MLOs will comply with the reporting requirements of CAPR 52-10, *CAP Cadet Protection Policy*.

b. In all other cases, chaplains will, at a minimum, seek the advice of competent legal counsel before making any disclosure of information confided in a private setting.

c. Only CAP chaplains have confidentiality under this regulation. MLOs must brief anyone wishing to talk with them in confidence that they are not protected by confidentiality.

18. Religious Organizations Support. The CAP Chaplain Service appreciates support received from local congregations and other religious organizations that allow their clergy to participate in the CAP ministry. A Certificate of Partnership is available from the Executive Administrator to recognize the contribution congregations make to CAP. Chaplains and MLOs may request this certificate by writing directly to the Executive Administrator. A wing commander, wing chaplain, or wing commander designee is required to present this certificate.